

# CJA Newsletter

United States District Court, District of New Mexico

Clerk's Office

Have you reviewed the Online Help Topics?

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## Contact Info & Important Links

- ❖ [US District Court, District of New Mexico website](#)
- ❖ [CJA Attorney Manual](#)
- ❖ [CJA Information Manual](#)
- ❖ [National CJA Voucher reference tool](#)
- ❖ [Website FAQs](#)

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## eVoucher Documentation: Attorney and Expert Users

### Get Started

- [Change User name and Password](#)
- [Reset Forgotten or Expired Password](#)
- [Browser Tips](#)
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### Attorney Topics

- Attorney Home Page
- Attorney Profile
- Create an AUTH for Expert Services
- Create CJA 20/30
- Create CJA 21/31
- Attorney Reports
- Audit Assist
- Representation Types
- Payment Information

### Document Types

- [AUTH](#)
- [AUTH 24](#)
- [CJA 20/30](#)
- [CJA 24](#)
- [CJA 26/27](#)
- [TRAVEL AUTH](#)

### Expert Topics

- Expert Home Page
- Expert Profile
- Submit CJA 21/31
- Expert Reports
- Expert Specialties
- Payment Information

## From Online Help - Browser Tips

**IMPORTANT:** The only approved browsers that work with eVoucher are Internet Explorer 8 or newer (Windows) and Safari 5.1 or newer (Apple).

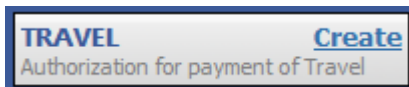
Below are tips that may assist when working with eVoucher.

IF you want to...	THEN...
view another eVoucher page without leaving the page you are currently viewing	open the new page in a new window or tab using one of these methods: <ul style="list-style-type: none"> <li>• <b>Ctrl-Click:</b> Open link in a new tab</li> <li>• <b>Shift-Click:</b> Open link in a new window</li> <li>• <b>Right-Click &gt; Open link in a new tab.</b></li> <li>• <b>Right-Click &gt; Open link in a new window.</b></li> </ul>
increase the zoom level to make text appear larger	press <b>Ctrl++</b> (Internet Explorer) press <b>Command +</b> (Safari)
decrease the zoom level to make the text appear smaller	press <b>Ctrl -</b> (Internet Explorer) press <b>Command -</b> (Safari)
easily review a document with many entries	view the document as a PDF by clicking on the document type under Reports on the left side of the screen.
use eVoucher with the Edge browser	in the Edge browser, go to the eVoucher site, click on the <b>three-dot menu button</b> , then select <b>Open in Internet Explorer</b> from the menu.



## TRAVEL AUTHORIZATIONS

**IMPORTANT!** Prior approval by the Court, via a TRAVEL AUTH in eVoucher, is required for reimbursement of any expenses incurred during out-of-district travel or overnight travel.



From your eVoucher Appointment page click **Create** from the Travel Voucher template.

All required fields in the Authorization Request tab **must be** completed.

See Page 51, eVoucher Attorney User Manual, for complete details.



### Request For Travel\*

\* Required Fields

<b>Name and Title of Person Traveling:</b>			*
<b>Address of Person Traveling:</b>			*
<b>Purpose of Travel:</b>			*
<b>Travel From Location:</b>			*
<b>Travel To Location:</b>			*
<b>Estimated Dates of Travel:</b>			*
<b>Travel Requested *</b>	<b>Estimated Cost</b>	<b>Instructions for requesting amounts for the travel items:</b>	
<input type="checkbox"/> Airline Tickets via CJA Government Travel Agency		1. Check the box in front of the travel item. 2. Complete the estimated dollar amount. The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines. Complete information for one traveler per form.	
<input type="checkbox"/> Ground Transportation			
<input type="checkbox"/> Subsistence (Hotels & meals)			
<input type="checkbox"/> Other			
<b>Total Estimated Cost:</b>			
<b>Justification for Request:</b>			
		<b>Add</b>	<b>Remove</b>

## Frequently Asked Questions

**Q.** Can I file a motion with the Court instead of completing a TRAVEL AUTH in eVoucher?

**A.** No, Per the CJA Information Manual you should not motion the Court for a travel authorization. If you already have an order from the Court authorizing travel, you still must submit a TRAVEL AUTH for approval. In this case you may write "see attached order" as your justification, and attach the order on the Documents tab.

**Q.** Must I book travel using National Travel?

**A.** While travelers are not required to book through National Travel, they cannot seek reimbursement for travel expenses in excess of Government rates for the applicable locality. Travelers are encouraged to inquire about flight and hotel costs with National Travel to gather estimated travel expenses to include in the TRAVEL AUTH. Government rates can also be found at <https://www.gsa.gov> under the Travel tab.

**Q.** Can I charge airline tickets to the Court's Centrally Billed Account?

**A.** Yes, but all flights charged the Court's Centrally Billed Account must be authorized in advance. The TRAVEL AUTH should be submitted at least ten (10) business days in advance to allow for adequate processing time. Travelers who do not have an approved TRAVEL AUTH at the time of ticketing, must pay for their own airfare and seek reimbursement on the appropriate voucher.

**Note:** Denial of a request to use the Court's Centrally Billed Account should not be interpreted as a denial of travel.